

Tipton County Benefits & Payroll Clerk Job Position

Job Description:

- Responsible for any functions related to payroll and employee benefits: insurance and retirement.
- Compute payroll, enter payroll into payroll software, and make appropriate payroll changes regarding wages, rates, hours worked, overtime, bonuses, longevity, and deductions (FIT, Social Security, Medicare, retirement, insurance, garnishments, etc.)
- Reconciles monthly insurance bills to the employees' and employer's monthly deduction, and communicates with employees about any changes regarding deductions/withholdings.
- Must reconcile all Accounts Payable related payroll monthly.
- Prepares IRS reports related to employment and State & Federal payroll tax withholdings (941, I-9, W-4, W-2, etc.)
- Must have overall knowledge of Insurance (Primary Medical, Dental and Vision), Pensions (Primary Tennessee Consolidated Retirement System), Fair Labor Standard Act Family Medical Leave Act, IRS Reporting.

Responsibilities:

- Broad variety of administration tasks for the Tipton County Finance Director.
- Work closely with Finance Director and County Executive and all other employees.

Primary Job Duties:

- Manage Tipton County General Fund Payroll System.
- Manage and interpret Tipton County Health Insurance plan as well as being responsible for managing other human resource issues for Tipton County General Fund employees.
- Notify Finance Director in timely manner of any discrepancies and inaccuracies in payroll records and health insurance records.
- Oversee direct deposit of general fund employee payroll.
- Assist Finance Director in keeping all employees informed about new changes in regards to benefits: Medical, Dental and Vision as well as Retirement benefits and options.
- Assist Finance Director in Workers Compensation Claims.

Prerequisites:

- Five years' experience in managing payroll systems for 100 plus employees.
- Ability to work well with others.
- Ability to protect individual employee privacy rights.

All interested parties should send resume to: Tipton County Executive's Office
P.O. Box 686
Covington, TN 38019

Please write Payroll Clerk on front of envelope.

Deadline for submitted applications is October 17, 2017